

☒ UNCLASSIFIED ☐ CONFIDENTIAL ☐ SECRET

**CENTRAL INTELLIGENCE AGENCY  
 OFFICIAL ROUTING SLIP**

TO	NAME AND ADDRESS	DATE	INITIALS
1	Act. DD/S		
2			
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<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input checked="" type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks:

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

Sheffield Edwards, D/S, 4E-60

4 MAR  
1963

DD/S 63-0891

ADMINISTRATIVE  
INTERNAL USE ONLY

Bldg 4 W3-1  
(Zentral)

4 MAR 1963

MEMORANDUM FOR: Acting Deputy Director (Support)

SUBJECT : Building Access for PBS Engineers

REFERENCE : Memorandum of the Deputy Director (Support)  
dated 26 February 1963, subject as above.

1. This memorandum is for information only.
2. A procedure has been instituted which provides for the issuance of a service type photographic building badge to PBS engineers who have an official need for access to the Headquarters Building. Until appropriate clearances are granted to these persons, their badges will be retained by the receptionists, will be issued upon the occasion of each visit, and will permit unescorted access to the building.
3. Such a badge was prepared for Mr. Gibbons on 28 February 1963. As soon as Mr. Bengtson appears to be photographed one will be issued for his use.

[Redacted Signature]

Director of Security

STATINTL

ADMINISTRATIVE  
INTERNAL USE ONLY

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

ADMINISTRATIVE - INTERNAL USE ONLY

DD/5 63-08/6

Bldg + Gr 3-1  
(General)

26 FEB 1963

MEMORANDUM FOR: Director of Logistics  
Director of Security

SUBJECT : Building Access for PBS Engineers

REFERENCE : Headquarters Building Construction Progress  
Report as of 18 Feb 63

1. I am sorry to note that restricting access to the headquarters building of PBS engineers is slowing down the essential work for which we are dependent upon them. I don't want PBS to have any such excuse for not getting on with this work as rapidly as possible.

2. The Director of Logistics and the Director of Security are therefore requested to make some arrangement without delay which will ensure that there is no ground for any such allegation.

Signed

L. K. White  
Deputy Director  
(Support)

Attachment:  
Reference

DD/S:LKW:jas

Distribution:

- O - D/Log w/T of Att
- 1 - D/Sec w/T of Att (*Dist per. only*)
- 1 - DD/S chrono w/o att
- 1 - DD/S subject w/O of att

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NEW HEADQUARTERS BUILDING  
Construction Progress Report  
18 February 1963

Main Building

Building Access for PBS Engineers: The "SERVICE" badges which previously allowed PBS engineers unescorted access were rescinded 1 February. Since then visits by Mr. Bengtson and Mr. Gibbons to investigate air conditioning problems and follow-up punch list items have been severely curtailed because it is impractical to escort them around the building. The Office of Security will expedite their clearance for no-escort access, but it will require a minimum of 30 days. Their personal history statements are now being submitted.

Air Conditioning: Work on air conditioning problems has slowed considerably because of the restrictions mentioned above. However, the Building Engineer's force continues to work on drawings to show the chilled water piping changes needed. The drafting can only be done on a part-time basis, but is being expedited as much as possible.

Tubes and Conveyors: These systems are working well without any problems which are beyond the capability of the Agency maintenance force. The judgment that was made that the maintenance force could maintain good service without resorting to a year's maintenance contract with the contractor [ ] seems to have been justified with a resultant savings to the Agency of possibly \$90,000.

STATINTL

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[ ] Invitations for bids will be sent out this week. GSA states that it will be 45 to 60 days before the bids can be returned, evaluated, and an award made. They have been requested to expedite as much as possible.

Auditorium

The manufacturer of the tile for the auditorium lobby has notified the contractor that he cannot make delivery before 11 March. It will take about two weeks to cement in place. This is a delay of a month beyond what was originally planned and will defer finishing the auditorium until the beginning of April.

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